



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS FOR TREE PRESERVATION/CLEARING & GRADING

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

All Submittals Must Be Submitted In Person To The Customer Service Counter

Applicant PDS
 ONLY

- _____ 1. Completed Landscape Plan Application. All blanks must be filled in.
The owner's name is required but **not the signature**. If the address is unknown, please call Planning and Design Services Addressing Team at (502) 574-6230.
- _____ 2. One (1) copy of the Tree Preservation Plan or Clearing & Grading Plan.
May be combined with the Landscape Plan. Plans 24" x 36" must be folded accordion style into (four) sections then tri-folded (9" x 9" maximum) with the lower right corner shown.

All plans must show the following minimum information or the submittal can't be accepted.

Plan drawn to engineer's scale	Property lines with dimensions (new lots shall show bearings)
North arrow shown	Contour Lines shown on plan (relevant for new construction only)
Vicinity map shown	Existing and/or proposed structures shown and identified
Site Address	Location, ownership, Deed Book & Page # of adjacent property owners
Tax Block and Lot Number	Net and Gross acreage of site
Zoning of property	If residential, provide net & gross density, and number of dwelling units
Zoning of adjacent properties	Dimensions of drive lanes and point of ingress and egress
Existing Use	Off-street parking including ADA parking spaces shown
Proposed Use	Typical dimensions of parking spaces and aisles
Street names shown	Off-street loading areas
Right-of-way width shown	Accessory structures shown with required screening
Parking Calculations	ILA / VUA calculations (may be shown on tree canopy plan)
Gross building footprint area	Landscape buffer areas (labeled and dimensioned)
Gross Floor Area of Buildings	Form District and Form District boundaries if nearby
Height of structures	Form District transition zone shown if required by regulation
Plan Date	Existing sanitary sewer locations
Revision Date Box	Proposed sanitary sewer connections
Owner's name and address	Drainage flow arrows
Legend	Freestanding signs shown on the plan

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202

502-574-6230

Fax 502-574-8129



Louisville Metro Planning & Design Services

SUBMITTAL REQUIREMENTS FOR TREE PRESERVATION/CLEARING & GRADING

JERRY E. ABRAMSON
MAYOR

CHARLES C. CASH, JR.,
DIRECTOR

_____ 3. Cash or check made payable to Louisville Metro Finance.
Fee: Tree Preservation Plan - \$150
Clearing & Grading Plan - \$0

For Staff Use Only

Date: _____ **Staff:** _____ **Docket #:** _____

Do not accept application if required materials are not submitted

- _____ 4. If the above information and materials are submitted, complete the Tree Preservation / Clearing & Grading Log in the computer from "Docket #" through "Intake Staff." Typically, the most recent subdivision or zoning case docket number listed under "Previous Cases on Site" will be the docket number. The path is **G:\Planning\Data\Logs**
- _____ 5. Fill in the Docket No., Date, Staff (initials), and Fee (if applicable) in the box at the top of the application form.
- _____ 6. Fill out a receipt if needed (the total fee goes into the Landscape category), sign it, and give to the applicant. Put the docket number on the bottom left of the check, stamp the back with the endorsement stamp and put in the envelope in the file cabinet. Put money, if any, in the cash drawer.
- _____ 7. Stamp the date received on every page of all material submitted. This includes all sheets on all plans submitted.
- _____ 8. Write the docket number in **RED** in the lower right hand corner of each page submitted.
- _____ 9. Paperclip the plans and maps together and put them in the In-Coming Application Tray.

Louisville Metro Planning & Design Services
444 South Fifth St.
Louisville, KY 40202

502-574-6230

Fax 502-574-8129